

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED  6/1/02	REVISED  4/09	CHAPTER  6	SECTION  6.2
CHAPTER Chapter 6. Requirements of Management		SUBJECT Number of Shelters: Add or Delete			

If the sponsoring organization adds additional shelters/centers during the fiscal year, the following information must be submitted for each new location:

- Application for participation in the CACFP (form CACFP-2);
- Two weeks menus for all meals and snacks claimed for reimbursement (form CACFP 218 & 218BB); and
- Tax exempt letter.

If the sponsoring organization closes a facility during the fiscal year, the following information must be submitted to the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA):

- Written notice of effective closing date of the facility;
- Reason for deletion from sponsoring organization; i.e. facility closing, going independent or transferring; and
- Submission of last claim for reimbursement.